

**Tip Sheet for Employees Using SubFinder  
2011/2012**

The following information will help you utilize SubFinder to report absences and arrange substitute assignments.

SubFinder **phone number is 898-0521. To Access the SubFinder System:** Enter your **PIN** and then **press the # sign.**

**SubFinder Operations Specialist** may be contacted at **898-0483.** SubFinder Operations Specialist's work hours are 6:30 AM to 5 PM.

**One hour** before the start of their workday, employees are no longer able to report an absence for that day.

**Twelve hours** before the start of an absence, employees are no longer able to cancel the absence.

**Instructional Substitutes may be assigned by ½ day, ¾ day, or whole day.** Cheat sheets to help you with start times and end times are available on SID.

**Work Hours for Substitutes:**

**Substitute Teacher**

Full Day	7 Hours 30 Minutes
Three-quarter day	5 Hours 38 Minutes
Half Day	3 Hours 45 Minutes

**Substitute Interpreter/Transliteror**

**Substitute Health Services Personnel**

Full day	7 hours 15 minutes
Three-quarter day	5 hours 26 minutes
Half day	3 hours 37 minutes

**Substitute Para-Educator**

Full Day	7 Hours + 30 Minute Unpaid Lunchtime
Three-quarter Day	5 Hours 15 Minutes + 30 Minute Unpaid Lunchtime
Half Day	3 Hours 30 Minutes + 30 Minute Unpaid Lunchtime

**Substitute Secretary or Office Clerk**

Full Day	8 Hours + Unpaid Lunchtime (determined by supervisor)
Three-quarter Day	6 Hours + Unpaid Lunchtime (determined by supervisor)
Half Day	4 Hours + Unpaid Lunchtime (determined by supervisor)

**Employee Leave Rules** are job specific. Teachers, Para-Educators, and Health Services Personnel may only take leave in ½ day or whole day increments. Clerical Staff and Interpreters may take leave hourly.

**Prearranged Substitute Jobs:** The employee has spoken with the substitute and the substitute has agreed to take the job. The absence and job are both reported to SubFinder via the "prearranged" option. SubFinder does **not** make any phone calls. (The Principal may chose to allow employees to report "prearranged" jobs or may restrict this option so the SubFinder Site Contact must enter the "prearranged" jobs for employees.)

**Requested Substitute Jobs:** The employee has not spoken with the substitute but wants SubFinder to offer the job to the requested sub before contacting any other sub. SubFinder will attempt to call the requested sub until 12 hours before the start of the job. SubFinder then moves to call other subs.

**Reasons for Absences:**

<b>001</b>	<b>Sick – Personal Illness</b>
<b>002</b>	<b>Sick – Family Illness</b>
<b>003</b>	<b>Personal Leave</b>
<b>004</b>	<b>Family Medical Leave</b>
<b>005</b>	<b>Administrative Leave</b>
<b>006</b>	<b>Bereavement (Death in Immediate Family)</b>
<b>007</b>	<b>Professional Development, Division Funds</b>
<b>008</b>	<b>Civil Leave (Jury Duty or Subpoenaed Witness)</b>
<b>009</b>	<b>Leave Without Pay</b>
<b>010</b>	<b>Vacation (Annual Leave)</b>
<b>011</b>	<b>Military Reserve Duty</b>
<b>012</b>	<b>Professional Development, Site-Based Funds</b>
<b>017</b>	<b>Absent without Approved Leave</b>

**Absence Reason #012 Professional Development, Site-Based Funds** may only be entered by SubFinder Site Contacts. Employees will not hear this option when calling into SubFinder. SubFinder Site Contacts must enter the absence for the employee when this absence reason applies.

**SubFinder Call-Out Parameters:**

1. 5:30 AM – begin call out for high school jobs for that day only
2. 6 AM – begin call out for all other jobs for that day only
3. 11 AM – end morning call out session
4. 3:45 PM – begin call out for all jobs up to 60 days in advance
5. 10 PM – end evening call out session

**Midnight is 12:00 AM Noon is 12:00 PM**